

**MINUTES OF THE
OKLAHOMA COUNTY CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING
4850 N. Lincoln Blvd, Ste B, Oklahoma City, OK**

Date and Time: Wednesday, September 4, 2019, 1:30 p.m.

Members Present: Debbie Straughn, Vice Chair
Rick Godfrey, Treasurer
Mark Moehle, Member
Phil Campbell, Member

Member Absent: Jan Kunze, Chair

Others Present: Rebecca Inmon, Administrative Assistant
Stephanie Guy, Soil Conservationist, NRCS

1. CALL TO ORDER:

Vice Chair Straughn called the meeting to order at 1:30 p.m., and she noted that a quorum was present and business could be conducted. Straughn noted this was a regular meeting of the Board of Directors and notice of the meeting was sent to the Oklahoma County Clerk's office within the time specified by the law. The agenda was posted on the district's website: www.okcountyconservation.com and at the entrance to the district office, 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma, at 12:30 p.m. on September 3, 2019. The meeting was held in compliance with the Oklahoma Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and the following as amended.

2. REVIEW AND APPROVE DISTRICT MINUTES:

Minutes of August 7, 2019, Regular Meeting:

Board members received a copy of the August minutes for review. Moehle made a motion to approve the August minutes as written. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Straughn. Nay votes: none. Motion passed 4-0.

3. CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT FINANCIAL ITEMS:

3a. Financial Statement for Period Ending August 31, 2019:

The Board reviewed the financial statement including the accounts payable and receivable for the period of August 1-31, 2019. (Attachment 1) Inmon noted the district received two partial payments for the regular June claim made at the end of FY 19. The district is still owed \$523.06, and OCC has said the payment should be made soon. Moehle made a motion to approve the August financial statement as presented. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Straughn. Nay votes: none. Motion passed 4-0. The Board reviewed copies of the August bank statements, credit card statement, and NACD funds report included with the financial statement. The NACD TA funds for Year 1 should be expended during September. The first quarterly payment for Year 2 TA funding has already been received from NACD.

3b. Employee Payroll Sheets and Time and Leave Records for Month Ending August 31, 2019:

Directors reviewed the payroll sheets and time and leave records for district staff Don Bartolina, Rebecca Inmon, and Kevin Mink and part-time archeology assistants Mary Brinkley, Taylor Emery, and Manuel Marin. Moehle made a motion to approve the employee payroll sheets and time and leave records for August. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Straughn. Nay votes: none. Motion passed 4-0.

3c. District's Monthly Reimbursement Claims:

The Board reviewed the district's monthly reimbursement claims to the Conservation Commission. The regular claim for operating expense and salaries was \$7,447.06 and the special project claim for the archaeology assistants was \$1,055.06. Moehle made a motion to approve the district's reimbursement claims to OCC. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Straughn. Nay votes: none. Motion passed 4-0.

4. CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT PERSONNEL ITEMS:**4a. Review and Approve Updated Terms of At-Will Employment and Work Schedule for Urban Soil Health Specialist Kevin Mink:**

Directors reviewed the updated Terms of At-Will Employment and work schedule for Urban Soil Health Specialist Kevin Mink. Mink has enrolled at the University of Oklahoma to get a master's degree in landscape architecture. Since he will be in school, Mink will be working fewer hours and will now be considered a part-time, benefited employee. He will work at least 25 hours per week, possibly more with weekend workshops, etc. Annual and sick leave earned each month will be prorated depending on the exact number of hours worked and the number of hours available to work. Annual and sick leave hours taken will be based on the number of hours Mink is scheduled to work on any given day. He is still eligible for Holiday pay. After review, Moehle made a motion to approve the Terms of At-Will Employment and work schedule for Mink. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Straughn. Nay votes: none. Motion passed 4-0.

5. PROPOSED EXECUTIVE SESSION-CONSIDERATION AND POSSIBLE ACTION TO VOTE IN OPEN SESSION:**5a. To Enter Executive Session as Authorized by the Open Meeting Act, Title 25 Oklahoma Statutes, Section 307 (B)(7) to Review CSP-CGI Conservation Plans for David Crutchfield and Samuel Gillaspay:**

Moehle made a motion to enter executive session as authorized by the Open Meeting Act, Title 25 Oklahoma Statutes, Section 307 (B)(7) to review the CSP-CGI conservation plans for David Crutchfield and Samuel Gillaspay. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Straughn. Nay votes: none. Motion passed 4-0. Vice Chair Straughn designated Inmon to take the minutes and stated everyone present could remain in the meeting. The board entered into executive session at 1:43 p.m.

5b. Executive Session for Discussion of Conservation Plans Described in Item 5a:

Minutes of the executive session are filed separately as required by the Open Meeting Act.

5c. Return to Open Session and Re-Establish Quorum:

The board returned to open session at 1:51 p.m. Straughn established that a quorum was present and the regular meeting could continue.

5d. Vote on Actions or Motions Related to Review of Conservation Plans:

Moehle made a motion to approve the CSP-CGI conservation plans for David Crutchfield and Samuel Gillaspay. Campbell seconded the motion. Aye votes: Campbell, Moehle, Godfrey, and Straughn. Nay votes: none. Motion carried 4-0.

6. CONSIDERATION OF AND POSSIBLE ACTION ON DISTRICT OPERATION ITEMS:**6a. Review and Approve Monthly NRCS Performance Worksheet:**

The Board reviewed the NRCS Performance Worksheet for the month of August. Guy noted the district staff had assisted with all required tasks as needed. Moehle made a motion to approve the August worksheet. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Straughn. Nay votes: none. Motion passed 4-0.

6b. Review and Approve District's FY 2019 Annual Report to the Conservation Commission:

Directors reviewed a copy of the District's FY 19 Annual Report to the Conservation Commission as compiled by the staff. Directors were also emailed a copy of the report to review prior to the meeting. The report is a record of the district's accomplishments throughout the fiscal year in education, information, and assistance to the citizens of Oklahoma County. Following review, Godfrey made a motion to approve the district's FY 19 Annual Report. Moehle seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Straughn. Nay votes: none. Motion passed 4-0. The report will be submitted to the Conservation Commission and a copy provided to the district's conservation partners.

6c. 2501 Program – Discuss 3rd Quarter Outreach Program Planned for September 24:

Director Campbell will be hosting a field day at his farm on September 24 from 10 a.m. to 2:00 p.m. The field day is being planned as part of the 2501 outreach program, and it will feature management practices Campbell is using such as rotational grazing, soil management, and composting to improve his pastures. The field day will also include a rainfall simulator demonstration, plant ID, and gardening information. A box lunch will be provided for participants. Attendees have been asked to RSVP for a lunch count. The event is being advertised through news outlets, social media, flyers, and mail outs.

6d. Review Cooperative Working Agreement/MOU with NRCS and Conservation Commission:

Directors reviewed the Cooperative Working Agreement between the Natural Resources Conservation Service (NRCS), the Oklahoma Conservation Commission, and the Oklahoma County Conservation District. The Working Agreement supplements the Mutual Agreement between USDA and Oklahoma County Conservation District. The purpose of the agreement is to define the roles and responsibilities of each party and to document areas of common interest between the local, state, and federal partnership.

6e. Review Local Operational Agreement with NRCS for Technical Assistance in Support of Farm Bill Programs:

Directors reviewed the local operational agreement between NRCS and the Oklahoma County Conservation District. The agreement sets forth the agreed upon work task items that can be completed by district staff in accordance with the agreement for technical assistance in support of conservation program delivery. These tasks are identified on the Performance Agreement worksheet that is completed and mailed to the Conservation Commission each month. The current agreement has been signed and approved by the team district conservationist Brandon Burns.

6f. Program Year 19 Cost Share Report, Update on Participants, Discuss Possible Performance Agreement Extension for Dwight Guy:

Participant Joe DeLozier has completed his work. Inmon will process his claim as soon as he gets all his receipts turned in. Participant Dwight Guy has requested another performance agreement extension. The well driller has been scheduled to drill his well two different times in recent weeks and it has rained on both occasions. Guy is trying to complete the work, but the weather continues to be an issue. Guy is the final participant needing to complete work for Program Year 19, and all the work must be completed before the district can request any rollover funds to be used in Program Year 20. Moehle made a motion to grant Dwight Guy a 30 day extension with his new performance agreement deadline being September 30, 2019. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Straughn. Nay votes: none. Motion passed 4-0.

6g. Program Year 20 Cost Share Report:

No performance agreements were completed during the last month. Staff will be contacting the approved alternates to make sure they get their performance agreements signed before the September 30, 2019 deadline.

6h. Review Guidelines and Vote on Participation in Conservation Cost Share Soil Health Initiative Program Year 21, Vote on Items 1-3:

Directors reviewed and discussed the guidelines for Conservation Cost Share Soil Health Initiative Program Year 21. The program year begins August 19, 2019 and ends March 31, 2021. The allocation period begins August 19, 2019 and ends March 31, 2020. The funds will be distributed by NRCS teams. Oklahoma County is in team 10 with seven conservation districts that includes Central North Canadian River, Cleveland County, East Canadian County, Kingfisher County, Logan County, and McClain County. The team will receive \$12,000 for each district that participates in the program. If a district within the team does not participate in the program, their \$12,000 will be returned to the Conservation Commission Cost Share Fund. The minimum payment will be \$100 and the maximum payment will be \$5,000. The Commission has established an 85% cost share rate that cannot be changed. Participating districts within the team will establish a Soil Health Initiative Work Group (SHIWG) of district directors and staff. Each district shall designate a SHIWG member to represent the district and make decisions on the districts behalf. The SHIWG will work with NRCS to designate the technical representative, and the SHIWG will establish the sign up period, select the approved practices, and review and approve applications. District participation in the program does not guarantee that each district will have approved applicants. Each district must vote on participation. If the district chooses to participate, they must also designate a SHIWG representative and vote on whether directors can participate in the program. Each district's SHIWG member will be responsible for signing the performance agreements approved in their county.

- 1) Moehle made a motion for the district to participate in Soil Health Initiative Program Year 21 of the Conservation Cost Share Program. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Straughn. Nay votes: none. Motion passed 4-0.
- 2) Campbell made a motion to designate Don Bartolina as the SHIWG member to represent Oklahoma County in the SHI Year 21 cost share program. Godfrey seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Straughn. Nay votes: none. Motion passed 4-0.
- 3) Moehle made a motion that directors not be allowed to participate in Soil Health Initiative Program Year 21 of the Conservation Cost Share Program. Campbell seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Straughn. Nay votes: none. Motion passed 4-0.

The SHIWG members have 60 days to meet and select a group leader and recorder to maintain and distribute minutes of the meetings.

6i. NACD Next Generation Leadership Institute-Discuss Letter of Recommendation for Phil Campbell:

The National Conservation Foundation is taking applications for the inaugural class of its Next Generation Leadership Institute (NGLI). The inaugural group will meet for five sessions with each session being three days. Conservation Commission Executive Director Trey Lam has asked Director Campbell to make application to the NGLI. All applicants must commit to future district service and submit letters of support from their local conservation district board and their state association. After conferring with his family, director Campbell has decided he would like to make application to the NGLI. Moehle made a motion for the district to write a letter of support for director Campbell's participation in the NGLI class. Godfrey seconded the motion. Aye votes: Godfrey, Moehle, and Straughn. Nay votes: none. Campbell abstained. Motion passed 3-0.

6j. Discuss Hosting OACD Area II Meeting on November 5:

Inmon reported that OACD had asked the district to host the annual Area II meeting with a date set for November 5. Inmon stated she reserved meeting space at the Oklahoma Association of Electric Cooperatives building. Godfrey expressed concern that November 5 was election day which could affect turnout for the meeting. Campbell also stated that he understood Shawnee Conservation District had volunteered to host the meeting; and he wanted to call and visit with Mike Rooker to see if they had planned to host the meeting. After discussion, Campbell made a motion to support Shawnee if they wanted to host the OACD area meeting, and if Shawnee does not want to host, then approve Oklahoma County hosting the Area meeting in Oklahoma City in November. Moehle seconded the motion. Aye votes: Campbell, Godfrey, Moehle, and Straughn. Nay votes: none. Motion passed 4-0. Campbell will call Mike Rooker, director with Shawnee CD, and report back to the district staff. Inmon will advise OACD of the situation and possible conflict with the date.

6k. Education Report:

- 1) Pollinator Prairie Workshops – Mink has scheduled two pollinator prairie workshops with the City of Edmond at Bickham-Rudkin Park. A land prep workshop will be held September 21 and a follow-up workshop for planting will be in October. He has secured a grant from OACD to fund the project.
- 2) Two natural resource day events have been scheduled in October. Since the Lake Arcadia Conservation Area is not available, district staff has made arrangement to use the area at Camp Shiloh to hold the events. Camp Shiloh is located just northeast of 63rd and Santa Fe in Oklahoma City. The camp administrator has agreed to let the district use the area without charge. An event has been scheduled with Putnam City James L. Dennis Elementary on October 8 and an event is scheduled with Jones Elementary on October 23. Both schools are aware of the change in venue. Staff is contacting volunteers to help with the events.
- 3) Information for the poster contest has been emailed to schools, posted on social media, and news releases have been sent to local news outlets.

5. REPORTS:**5a. NRCS Activities:**

Report presented by soil conservationist Stephanie Guy.

- Guy attended a 3-day soil health training workshop in Stillwater on August 27-29. She will serve as the soil health contact for NRCS Team 10.
- Guy has been assisting NRCS Team 11 with CSP-CGI contracts.
- She will be working on a Local Emphasis Area (LEA) for EQIP high tunnels for Team 10.
- OCC has hired a new watershed technician that will be stationed in El Reno. He will be working on watershed sites in Canadian, Kingfisher, Logan, and Oklahoma Counties.

5b. District Directors:

- ✓ Godfrey stated the Attorney General’s office will be hosting several Open Meeting / Open Records Act meetings later this year. The Oklahoma City seminar will be December 19 at Metro Tech.
- ✓ Director Campbell is working with the district staff and Soil Health Coordinator Amy Seiger to plan the upcoming field day at his farm. Bartolina, Inmon, & Seiger came out to the farm to discuss plans for the field day.

5c. District Staff:

(Report attached to original minutes.)

- ✓ Mink has secured a \$5,000 grant from OACD to help with pollinator prairie projects.
- ✓ Mink spoke at the Rewilding Symposium at the OKC Zoo on August 28.
- ✓ During August, Inmon worked on the annual report, poster contest information, 2501 workshop, and scouting alternate sites for natural resource days with Bartolina.

6. CORRESPONDENCE:

National Watershed Coalition:

A notice was received from the National Watershed Coalition (NWC). The NWC is holding a joint meeting with the National Association of State Conservation Agencies (NASCA). The meeting is scheduled for September 29 - Oct 2, 2019, in Lexington, KY.

Kimberlye Mayer, CPA:

Directors were provided a copy of the letter from CPA Kimberlye Mayer listing the materials she needed for the annual compilation of financial records. The records were mailed to Mayer’s office in August, and she returned the form stating she had received all the materials she requested. A copy of the form has been submitted to the Conservation Commission as required.


City of OKC – Soil Health 201 Workshop:

The City of Oklahoma City is hosting a Soil Health 201 Workshop at Will Rogers Gardens on September 11, 9 a.m.-12 noon. The workshop is co-hosted by the Conservation Commission, Oklahoma City Parks Department, and the Oklahoma County OSU Extension.

7. NEW BUSINESS: None

8. ANNOUNCE NEXT BOARD MEETING AND ADJOURN:

Vice Chair Straughn announced the next meeting was scheduled for October 2, 2019, 1:30 p.m. There being no further business, Godfrey made a motion to adjourn the meeting at 2:53 p.m. Moehle seconded the motion. Aye votes: Campbell, Godfrey, and Godfrey, and Straughn. Nay votes: none. Motion passed 4-0.

Approved as Written: 
Chair, Board of Directors

Date: 10-2-19

Cc: Oklahoma Conservation Commission
Phil Campbell, Area II Commissioner
Larry Wright, President, OACD
Joe Caughlin, Vice President, OACD
Keith McFerran, Area II Director, OACD
Gary O'Neill, State Conservationist, NRCS
Brent Pannell, Assistant State Cons, Field Operations, Zone 2, NRCS
Brandon Burns, District Conservationist, Team 10
Oklahoma Senate Members for Oklahoma County
Oklahoma House Members for Oklahoma County

**Oklahoma County Conservation District
District Employees Report – September 4, 2019**

District Manager – Don Bartolina

- ✓ Reviewed Soil Health Initiative Cost Share Program, participated in teleconference.
- ✓ Scouted out new location for natural resource days
- ✓ 2501 program field day planning
- ✓ Assisted Blake Slatter with information on Camp Shiloh pond
- ✓ Along with Mink and Inmon, attended meeting with City of Edmond at Mitch Park to discuss pollinator prairie project
- ✓ Earl Davis – 2501 project
- ✓ Environmental review – Edmond housing project
- ✓ Call Okie request ticket
- ✓ Gather information on Site 4 Kickapoo Nations

Administrative Assistant – Becky Inmon

- ✓ Prepared August board meeting minutes, sent to directors for review, emailed July approved minutes to OCC and partners
- ✓ Prepared and submitted reimbursement claims to OCC
- ✓ Reconciled monthly bank statements and balanced checkbook
- ✓ Prepared monthly financial statement, monthly payroll tax reports
- ✓ Updated all financial worksheets including NACD TA grant funds
- ✓ Prepared monthly payroll records and timesheets for staff and archeology assistants, updated earnings records for all employees
- ✓ Prepared and submitted pre-claim summaries to OCC (regular and part-time)
- ✓ Assisted producers with Cost Share Program Year 19 and 20 requirements as needed
- ✓ Reviewed Soil Health Initiative Cost Share Program guidelines, participated in teleconference
- ✓ Assisted in planning 2501 Program Field Day on September 24
- ✓ Mailed compilation materials to auditor Kimberlye Mayer
- ✓ Prepared FY 2019 Annual Report to the Conservation Commission
- ✓ Emailed information to schools for poster contest, posted information online, sent news release to local news outlets
- ✓ Along with Mink and Bartolina, met with City of Edmond Parks and Recreation personnel to discuss pollinator prairie project
- ✓ Worked with Bartolina to find alternate location for fall natural resource day events, made school contacts to schedule events
- ✓ Posted district updates and other information to Facebook during month
- ✓ Assisted NRCS with correspondence and Farm Bill program needs, scheduling technical assistance appointments, Level II E-Authentication requests, assisting EQIP and CSP applicants, and other duties as needed

OCCD Board Meeting
Kevin Mink
Urban Soil Health Specialist
Monthly Report

September 4, 2019

- Mid-America Monarch Technical Workshop follow-up → resources and organization research
- CTA – Downtown Riversports Complex → flooding, runoff, and erosion issues → suggested possible solutions and outlets for mitigation
- Began Cultural Resources Training Part 1 → AgLearn
- Research, preparation, and drafting of TREE-Mendous Pollinator Habitat presentation for the Rewilding Oklahoma Symposium at the OKC Zoo on August 28th (~5 days work)
- Soil health kit information update and discussion of use and materials with Amy
- Secured \$5K from OACD for additional pollinator prairie sites in the county
 - grant meeting and discussion with Sarah Blaney
 - update to budget and materials
 - outreach to land partners for projects
- CTA → 5 consults → homeowners looking for arborist recommendations
- Workshop planning discussion with City of Edmond → confirmed 9/21 & 10/26 as workshop dates
 - Put together workshop event details and information → posted to FB page

Recent Events:

- OCLA Field trip to USDA ARS Grazinglands Research lab in El Reno → August 15
- Rewilding Oklahoma Symposium at OKC Zoo → presentation: “TREE-mendous Pollinator Habitats: The Role of Trees in Saving Oklahoma’s Pollinators” → August 28th

September Areas of Focus:

- Pollinator Prairie workshop with City of Edmond → September 21st + prep day on September 13th
- Set up additional workshops for pollinator prairies → OKC Zoo & Will Rogers Gardens
- Arrange details regarding high tunnel workshops with NE OKC Farmers Market as part of NRCS grant → still waiting on confirmation to begin work
- Continue to collect Pollinator pledges for OACD mini-grant